

For Information Phone: 478-207-2440

**IMPORTANT!!****Your Public Accounting Firm Registration expires on June 30, 2014.**

- Complete the front and back of this form, sign and return with the renewal fee of **\$75.00**, made payable to the Georgia State Board of Accountancy, to the address below postmarked no later than June 30, 2014.
- Late renewals postmarked **between** July 1, 2014-September 30, 2014 must pay the late renewal fee of **\$325.00**.
- Renewals after September 30, 2014 must reinstate. The reinstatement is at the Boards discretion and the fee is **\$575.00** in accordance with O.C.G.A. § 20-9-01.
- A Public Accounting Firm which continues to practice with an expired license after June 30, 2014 may be subject to a fine and a public disciplinary action.
- Checks returned for insufficient funds will be assessed a \$30.00 service charge pursuant to O.C.G.A. § 16-9-20.
- You must include a copy of an affidavit of citizenship with your renewal coupon and check!!!

**NOTE: If your firm is changing its name due to the addition or deletion of a partner/owner or shareholder you must complete a new application for registration of firms and offices found at our website [www.nasba.org](http://www.nasba.org)**

**You must renew by mail using the application below.**

Please see additional instructions for renewal on the back of this page.

1. List name(s) of all owners, partners, directors, and shareholders personally engaged in the practice of public accountancy in Georgia. (They must hold a live permit to practice in Georgia.) (\*must have an expiration date of December 31, 2015)

NAMEGEORGIA CERTIFICATE NUMBER\*EXP DATE


2. In addition to the owner, does this firm have one or more employees who hold live permits to practice in Georgia? \_\_\_\_ Yes \_\_\_\_ No

3. REGISTRATION OF OFFICE(S): Complete the following for every office which performs public accounting services in Georgia:  
(\*please see the Board's "Statement of Policy#14")

OFFICE	RESIDENT MANAGER'S NAME	GA CERT. NO.	OFFICE ADDRESS (Physical Location)
#1			
#2			
#3			

4. If main office of firm is outside of Georgia, indicate in which state office is located: \_\_\_\_\_

5. Are you a U.S. citizen? \_\_\_\_ Yes \_\_\_\_ No

*Georgia law requires that the Board verify lawful presence in the U.S. of any natural person 18 years or older who has applied for a state benefit, such as a license, certificate, or registration. Amendments to O.C.G.A. §50-36-1 became effective January 1, 2014 that require all applicants for licensure, and all those applying for renewal of an existing license, to submit a notarized affidavit of citizenship with their application. A copy of the affidavit may be found on the PLB website. If you received your license while residing outside the U.S. and are still living outside the U.S., federal law dictates that your license will be renewed. See O.C. G.A. §50-36-1.*

\*If you are a qualified alien, please submit a copy of your qualified alien documentation to the Board office

I am applying for renewal of my Public Accounting Firm registration, and I authorize the Board to receive from any federal, state, or local criminal justice agency any criminal history regarding me. Under penalty of perjury, I swear or affirm that the information I have provided in this application is correct to the best of my knowledge. I further state that I have read and understand the current rules and regulations of the Georgia State Board of Accountancy, and that I will advise the Board office of any changes in this registration within 30 days of such change.

Signature of Owner or Partner: \_\_\_\_\_ Date \_\_\_\_\_  
(Must hold live permit to practice in Georgia)

*If you have not already done so, a notarized affidavit of citizenship must be sent with your renewal coupon and check!!!*

<b>Business Address (P.O. Box is not acceptable.)</b>					
Street address			(Name)		
City	State	Zip	(Mailing Address or P.O. Box as will appear on the internet)		
(E-mail)	(Business Phone)		(City)	(State)	(Zip)
(FEI Number)					

Mail your renewal application and fee to:

**Georgia State Board of Accountancy  
237 Coliseum Drive  
Macon, Georgia 31217-3858**

«Full Name»  
«M\_Address\_Line\_1»  
«M\_Address\_Line\_2»  
«M\_Address\_Line\_3»  
«M\_Address\_Line\_4»

Firm Registration# «License\_No»

**ADDITIONAL INSTRUCTIONS FOR RENEWING YOUR LICENSE BY MAIL:**

1. Write your license number on your check or money order. Do not send cash.
2. An incomplete or unsigned renewal application will be returned, and your license will not be renewed until the completed application and fee have been received.
3. If any owners or general partners have been convicted, sentenced, entered a plea, been given first offender status for any felony, misdemeanor or any offense other than a minor traffic violation, or board disciplinary action, attach a certified court record or board disciplinary order. DWI or DUI are not minor traffic violations. **Note:** In addition to reporting convictions and pleas on the renewal application, owners or general partners are required to report to the board any felony or drug related conviction within 10 days of the date of the conviction.
4. **NOTE:** Renewing your license by mail submits your application to the Board for processing. After mailing your renewal, you should check the Board website after ten business days to see if your renewal has been approved. A new expiration date indicates that your renewal has been accepted. You may verify your licensure status from our website at <http://sos.ga.gov/> and print yourself a new pocket card.

If your application is not approved, you will be notified.

**PEER REVIEW PROGRAM COMPLIANCE REPORTING FORM**

**Firm Name:** <Full\_Name>

**Firm Registration#:** <License\_No>

Answer the following questions for the firm:

1. Has this firm issued any of the following reports during the preceding two-year period (July 1, 2012 – June 30, 2014)?
  - (a) Audit ☐ Yes ☐ No
  - (b) Review ☐ Yes ☐ No
  - (c) Compilation ☐ Yes ☐ No
- If the firm answered “NO” to all of the above, the firm is exempt from the peer review program requirements and no further questions on this side of the application need to be answered.
- If the firm answered “YES” to having issued any of the above reports, the firm must report having complied with the peer review requirements described in Chapter 20-13 of the Rules of the Georgia State Board of Accountancy which are on our website at [www.sos.state.ga.us/plb](http://www.sos.state.ga.us/plb).
- If “Peer Review Requirements Met” is stamped on the front of this renewal form, the Board office has on file the evidence of completion of a Board Approved Peer Review Program previously submitted by the firm, and no additional evidence is required to show compliance with the Program requirements for the 2014 firm renewal. Also, firms that were licensed July 1, 2012 or after, are not required to submit such evidence for the 2014 firm renewal. These are also stamped as indicated above. If this renewal form is stamped as described, no further questions on this side of the application need to be answered.
2. Has this firm met the peer review requirements as described in Chapter 20-13 of the Rules of the Georgia State Board of Accountancy?  
☐ Yes ☐ No
3. Has this firm enclosed evidence, which includes the peer reviewer’s report and the letter of acceptance issued by the Board Approved Peer Review Program, that this firm has satisfactorily completed a Board Approved Peer Review Program during the preceding three-year period (July 1, 2011 – June 30, 2014)? ☐ Yes ☐ No
- If the firm answered “NO” to Questions #2 and/or #3 above, and the firm has issued an audit, review, or compilation report within the 24 months preceding the expiration of the firm’s registration, the following information must be submitted with this application for firm renewal:
  - (a) Any documents related to a peer review of the firm conducted within the 36 months preceding the date of the firm’s registration expiration, and;
  - (b) A letter explaining the failure to comply with the Peer Review Program Requirements.
- Upon receipt of the above referenced materials, the board may deny renewal, waive the peer review requirements, renew with a limited registration, or renew with conditions.
4. Has this firm enclosed the information described in 3(a) and 3(b) above? ☐ Yes ☐ No

**5. ALL MUST ANSWER THE FOLLOWING:**

Since June 30, 2012, have any of the owners, partners, directors or shareholders of the firm been arrested, convicted, or entered a plea of guilty, nolo contendere, or been sentenced under the “First Offender Act” for any felony, misdemeanor or any offense other than a minor traffic violation? DWI and DUI are not minor traffic violations. ☐ Yes ☐ No

**6. ALL MUST ANSWER THE FOLLOWING:**

Since June 30, 2012, has any disciplinary action been taken against the firm or any of its owners, partners, directors, or shareholders by any state board, or other regulatory board? ☐ Yes ☐ No

If “Yes” to questions 5 or 6, a certified copy of the court records and disposition must be included with this coupon.

## **Affidavit Regarding Citizenship**

Please submit this document to the Board office as indicated on the application.

Mail this document to:

Professional Licensing Boards, 237 Coliseum Drive, Macon, Georgia 31217

Print Name: \_\_\_\_\_

Professional License Number Renewing: \_\_\_\_\_

### **APPLICANT AFFIDAVIT:**

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Board for which I am applying for licensure and I agree to abide by these laws and rules.

By executing this affidavit under oath, as an applicant for a professional license, as referenced in O.C.G.A. § 50-36-1, administered by the Professional Licensing Boards Division, the undersigned applicant also verifies one of the following with respect to his/her application for a public benefit (check one):

- 1) \_\_\_\_\_ I am a United States citizen. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or document as indicated on the Board's website.**
- 2) \_\_\_\_\_ I am not a United States citizen, but I am either a legal permanent resident of the United States or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

In making the above representations under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute. I also understand that any failure to make full and accurate disclosures may result in disciplinary action by the Board for which I am applying for licensure.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC My Commission Expires: